

**Chain of Command Endorsement**  
(Should be Unit Letterhead here)

CIRB-ZB

XX September XXXX

MEMORANDUM FOR Commander, U.S. Army Criminal Investigation Command, ATTN:  
CISP-AC, 6010 6<sup>th</sup> Street, Fort Belvoir, VA 22060-5506

SUBJECT: CID Application for SGT Smith, Joe D., 123-45-6789

1. I recommend approval / disapproval.
2. I am / am not aware of any adverse information about the subject. If any adverse information is known, briefly state.
3. POC for this action is the undersigned at DSN XXX-XXXX or CMCL XXX-XXX-XXXX.

NAME  
RANK OR GRADE  
Commanding (Title)